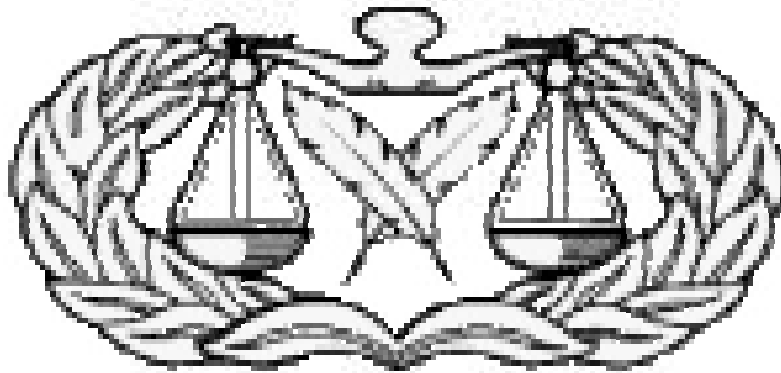


DEPARTMENT OF THE AIR FORCE PACIFIC AIR FORCES

Reprimand and Admonitions Guide



**374th Airlift Wing
Office of the Staff Judge Advocate
Yokota Air Base Japan**

REPRIMAND AND ADMONITIONS GUIDE

PREFACE

Administrative reprimands and admonitions are management tools available to commanders, supervisors and other superiors to reprove and correct subordinates for their departure (on or off duty) from norms of performance, conduct, bearing, behavior, or integrity. They should be used when it is determined that more formal action under Article 15, UCMJ, is not necessary. A “reprimand” is more severe than an “admonition” and carries a strong implication of official censure. An “admonition” is similar to a reprimand but carries a lesser degree of severity and censure. Both are intended as corrective and rehabilitative in nature rather than punitive. They are administered verbally or in writing, as deemed appropriate, to correct the identified deficiency. Verbal reprimands or admonitions should only be used in the least severe situations, and should be documented in the member’s Personnel Information File (PIF). When an admonition or reprimand is written, there is no required format. However, this guide includes a suggested format that is adaptable to nearly every situation. The sample letter of reprimand/admonition contains specific procedural requirements, which are set forth in AFI 36-2907, paragraph 3.2. There is no requirement that a reprimand or an admonition be placed in the recipient’s Unfavorable Information File (UIF), in AFI 36-2907. Doing so is optional and commanders at all levels may take action to refer documents to a UIF. Therefore, all reprimands and admonitions should be transmitted through the commander as he/she is in the best position to judge the appropriate disposition. If an unfavorable trend has been established warranting creation or continuation of a UIF, a commander may refer the information to the UIF. A record of prior incidents, acts, or failures not previously referred for filing in the UIF may not later be retrieved from a member’s PIF and placed in the UIF. If a commander concludes that a reprimand or admonition should not be filed in the member’s UIF, it should be placed in the PIF. However, Rule for Court-Martial 1001(b)(2) and AFI 51-201, Section C, allow introduction in the sentencing phase of courts-martial items from an accused’s PIF, provided that there is evidence on the documents that the member received a copy of the documents when issued and had an opportunity to respond to the allegations in the documents. This makes it vital not only that commanders appropriately document misconduct or shortcomings, but also that legible copies of these documents be retained in the PIF. Moreover, if the commander concludes that the reprimand or admonition should be filed in the member’s UIF, the document must be referred to the individual concerned. The member is then afforded the opportunity to prepare the submit rebuttal comments.

Using AF Form 1058, the commander notifies the member of the intent to file the reprimand or admonition in his/her UIF. As a minimum, the commander should obtain the member’s written acknowledgment. After the member’s response, or failure to respond within 3 workdays, the commander must decide whether or not to place the reprimand or admonition in the UIF. If he/she decides to place it in the UIF, the AF

Form 1058 is completed and forwarded with attachments (to include any added by the member) to the Military Personnel Flight. The examples that make up this guide are intended to simplify the task of taking non-punitive action. Please note that this guide is not intended as a substitute for legal advice. You should not hesitate to contact your first sergeant commander or an attorney for advice. The examples in this guide should be tailored to fit the particular situation and, therefore, should not be considered inflexible. While this guide represents the current state of the law, it is subject to change or amendment.

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SAMPLE LETTER OF REPRIMANDS

(Appropriate Letterhead)

Date

MEMORANDUM FOR (Member's Grade, Name, SSN)

FROM:

SUBJECT: Letter of (Reprimand)(Admonition)

1. Investigation has disclosed that you (include factual allegation—see sample allegations for possible forms.)
2. (Second and subsequent paragraphs should be added for each additional item or misconduct. Begin these paragraphs with "Further investigation has disclosed" or "Additional investigation has disclosed" and complete the allegation using tailored language from the sample allegations.)
3. You are hereby (reprimanded)(admonished). (Tailor the language to once of the forms found in the sample reprimands/admonitions to complete the paragraph.)
4. **AUTHORITY:** 10 U.S.C. 8013. **PURPOSE:** To obtain any comments or documents you desire to submit (on a voluntary basis) for consideration concerning this action. **ROUTINE USES:** Provides you an opportunity to submit comments or documents for consideration. If provided, the comments and documents you submit become a part of the action. **DISCLOSURE:** Your written acknowledgment of receipt and signature are mandatory. Any other comments or documents you provide are voluntary.
5. You will acknowledge receipt and return this letter to me within three (3) workdays of your receipt. Any comments or documents you wish to be considered concerning this letter will be included with your response.

NAME, Rank, USAF
Position

1st Ind, (Member's Rank and Name)

TO: (Name or person who issued this letter)

I acknowledge receipt and understanding on _____ 199__. I understand that I have three (3) workdays from the date of this letter to provide a response, and that I must include in my response any comments or documents I wish to be considered concerning this letter.

MEMBER'S NAME, Rank, USAF
Member's SSAN

2nd Ind, (Name of person who issued this letter)

Date

Member (did)(did not) provide written matters in response to this letter.

NAME, Rank, USAF
Position

(Note: Under AFI 36-2907, the member has three days to acknowledge receipt and provide a response. To avoid confusion, ensure that the letter is dated and served on the same day. If the member refuses to acknowledge receipt when the letter is served, record the refusal by writing "member refused to acknowledge" in the member's signature block, with the date and the initials of the individual issuing the letter. The second endorsement should be completed regardless of whether the member acknowledges at the time he/she is given the letter. The member desires to acknowledge receipt after his/her initial refusal, add a third endorsement as follows and be sure to strike the inapplicable language in the last sentence.

3rd Ind, (member's rank and name)

Date

I acknowledge receipt and understanding on _____, 199__. At the time this letter was first served on me, I refused to acknowledge it and I understood that I had three (3) work days from the date of this letter to provide a response. I further understood that I was required to include in my response any comments or documents I wished to be considered concerning this letter. I (have)(have not) provided written matters in response to this letter.

Member's Name, Rank, USAF
Member's SSN

Any written matters submitted by the member become part of the action and must be attached to and maintained with the letter.

You need not give the original of the letter to the member. A copy will suffice so long as the original is properly signed and endorsed. In order to protect the original, you may serve a copy on the member and attach his or her response to the original.

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SAMPLE FORMS OF ALLEGATIONS

Paragraph 1 should clearly identify the basis for the letter (what the member did or failed to do). It should also cite dates, on or about dates, or inclusive dates of identified deficiencies, acts or events.

1. Investigation has disclosed that you violated a lawful general (order; regulation) at Yokota AB, Japan; or the location) on or about (date) by (wearing a dirty uniform in violation of AFI 36-2903; not having your hair cut within the standards prescribed by AFI 36-2903, etc.).
2. Investigation has disclosed that you assaulted (name), (a fellow airman, a security policeman, your superior commissioned officer, your superior, your spouse, your supervisor, etc.), on or about (date) at (Yokota AB, Japan; Tokyo, Japan; or other location as applicable) by (describe assault; for example, “by hitting him or her in the face with your fist”).
3. Investigation has disclosed that on or about (date) at (location) you issued a check drawn on (name of financial institution) to (name) in the amount of (\$ -----) and (you knowingly failed to maintain sufficient funds in your account to pay such check; you did so with the intent to defraud the named payee; or you did so with the intent to deceive payee).
4. An incident report received by me has disclosed that on (date), you were convicted by the _____ Court in _____, for Driving While Intoxicated, a violation of the (cite statute). [Attach a copy of the incident report to the letter]
5. Investigation has disclosed that on or about (date) at (location), you conspired with others to commit (type of offense). Specifically, you and (name(s) agreed to (describe the crime which they conspired to commit).
6. Investigation has disclosed that on or about (date) at (location) you voluntarily remained in the company of persons who were engaged in criminal activity, to wit: (for example, three persons in your presence were smoking marijuana and you did not report them to the proper authorities).
7. Investigation has disclosed that on or about (date) at (location) you dishonorably failed to pay your debts, which were then due and payable, to wit: (describe debts).
8. Investigation has disclosed that from about (date) to about (date), you failed to support your (wife, husband, child(ren), family or dependents).

9. Investigation has disclosed that on or about (date) at Yokota AB, Japan, you were derelict in the performance of your duties, in that you (willfully)(negligently) failed to (describe dereliction).
10. Investigation has disclosed that on or about (date) at Yokota AB, Japan, you failed to obey a lawful order given you by (name), your (supervisor, superior officer, superior NCO, NCOIC, commander, etc.), to (police your work area, to go to the dental clinic at 0800 on (date) for, you annual dental checkup; to relieve Airman Doe for a meal break, etc.) (You may need proof of order given).
11. Investigation has disclosed that you were at (location), on or about (date), (disorderly) (drunk and disorderly)(in a public place)(on station), to wit.
12. Investigation has disclosed that you were disrespectful to (name), (your superior commissioned officer, your superior noncommissioned officer), by (saying or using words to that effect; turning and walking away while he/she was talking to you, etc.) on or about (date) at (Yokota AB, Japan; or other location).
13. Investigation has disclosed that you operated a motor vehicle in a reckless manner on or about (date) at (Yokota AB, Japan; or other location).
14. Investigation has disclosed that you operated a motor vehicle while intoxicated on or about (date) at (Yokota AB, Japan; or other location).
15. Investigation had disclosed that on or about (date) at (location) you (permitted racial, sexist, and/or ethnic comments to be made in your work area or took part in making or made racial, sexist, and/or ethnic comments).
16. Investigation has disclosed that on or about (date) at (location), you made a false statement, to wit: (accomplished a statement of witness at the security police desk knowingly included false information, etc.).
17. Investigation has disclosed that you were drunk on duty at Yokota AB, Japan, on or about (date).
18. Investigation has disclosed that you left your place of duty, building (number), Yokota AB, Japan, without authority on or about (date).
19. Investigation has disclosed that on or about (date) at (location) you (willfully) (negligently) damaged military property, to wit: (describe property damage).

20. Investigation has disclosed that on or about (date) at (location) you (willfully) (negligently) damaged personal property, to wit: (describe property damage and owner).
21. Investigation has disclosed that on or about (date) at (location) you knowingly (received, bought, or concealed) stolen property, to wit: (describe property).
22. Investigation has disclosed that on or about (date) you failed to go at the time prescribed to your appointed place of duty, building (number), Yokota AB, Japan.
23. Investigation has disclosed that on or about (date) at (location) you communicated a threat to (name), (a fellow airman, a civilian, etc.), by saying _____ or words to that effect, (communicating to him/her you intention to injure his/her property, etc.).
24. Investigation has disclosed that on or about (date) at (location) you wrongfully appropriated (military, personal) property for (your own use, the unauthorized use of another person, etc.).
25. I am reprimanding you for your unprofessional conduct towards female non-commissioned officers subordinate to you. Your behavior towards (female's name) on or about (date, or during the past years) falls within the realm of sexual harassment. Your (suggestive comments, unauthorized touching or indecent gestures) has/have been substantiated by corroborative witnesses (include policy).
26. You have, for the ____th time, failed your Career Development Course (CDC) End Of Course Examination (EOC).
27. On (date), you presented a gift to a female airman assigned to the (squadron). The gift consisted of _____. The airman has stated that nothing in her prior relationship with you could be construed as an indication that she would be willing to accept a sexually suggestive gift of this nature. (Your bad judgment is further underscored by the fact that you are married).
28. Investigation has disclosed that on (date) you did commit the offense of adultery in that you did wrongfully engage in sexual intercourse while you were married or with an individual married to another person. This is a violation of Article 134 of the Uniform Code of Military Justice.
29. On (date) you failed to make satisfactory progress in Phase I of the Weight Management Program. This is your ____th failure to make satisfactory progress since you entered the program on (date) and will simply not be tolerated.

REPRIMANDS AND/OR ADMONITIONS

Paragraph 3 should outline the improvement expected and leave no doubt that further deviation from established standards may result in other more severe action.

1. In the Air Force, not having your hair properly cut is a crime. You could be court-martialed for your deliberate violation of AFI 36-2903. You may not consider hair cut regulations important, but I assure you that I do. If I cannot depend upon you to follow AFI 36-2903, I cannot depend upon you to follow other orders. Henceforth, I expect you to be a model of AFI 36-2903 standards. A repetition of this or any other violation will be dealt with more severely. (Modify for other AFI 36-2903 violations)
2. I want you to know that your conduct was criminal. Many people have received Article 15s and have been court-martialed for the crime of assault. Every person has the right to be secure in their person from fear of bodily harm at the hands of another. Regardless of how you feel, I will not tolerate you resorting to assault to solve your problems. The Air Force and this unit cannot tolerate the adverse consequences of your behavior, and you cannot afford the sanctions that a repeat performance will cause. Henceforth, I expect you to be an exemplary model for your subordinates and your peers.
3. I want you to realize that issuing a worthless check is a crime under both the Uniform Code of Military Justice and Japanese Law. Your misconduct could have resulted in an Article 15 or court-martial action. You have adversely affected your fellow airmen by blemishing the fine image which they project. I fully expect you never to resort to such behavior again. If you do, expect stronger, quicker action to be taken against you.
4. You are hereby reprimanded for the incident outlined above. Military custom and tradition require a high standard of conduct for all airmen. This standard of conduct relates not only to military duties, but the discharge of your civic responsibilities and your relation with the civilian community. You are well aware that as an airman you are duty-bound to hold sacred honor and prestige of the United States Air Force in your duty and in your community. (Irrespective of the circumstances surrounding this incident, it is completely unacceptable to me to have, as a member of my command, one who seemingly is unable to maintain good relations with civilian authorities.) (The seriousness of this matter, together with the lack of responsibility, judgment and good sense you displayed on this occasion, compels me to caution you that any recurrence can only jeopardize your career.) By your actions, you have caused discredit to fall upon this organization and the Air Force.
5. I want you to realize that conspiring with others to commit a crime is itself a crime. As a member of the military, you must always abstain from criminal conduct. Your

action has brought discredit upon this unit and yourself. Consider yourself fortunate because Article 15 and even court-martial action is warranted by your conduct. I expect you to redeem yourself by hard work and a clean record and to never again conduct yourself in such a manner.

6. Your presence at the scene while these crimes were being committed identifies you as a person who condones criminal activity. You should be aware that your mere presence might, in certain situations, result in your being prosecuted for offenses committed by others. You have a duty to yourself to avoid criminals, and you have a duty to the Air Force to report any crime that you observe to responsible officials. I trust that this warning will point out to you the serious implications of your conduct and that you will avoid anyone involved in any criminal activity.
7. By failing to pay your just debts, you have brought discredit upon yourself and the United States Air Force. As an Air Force member, you are expected and required to manage your financial affairs in a way which ensures that your creditors receive what is rightly owed them. Your conduct has tarnished the high regard most businessmen have for Air Force servicemen and women. I hope that you will have seen the error of your ways, and I expect you to become a model airman. I will not be as lenient with you if you repeat the same misconduct.
8. Your monthly compensation is increased because of your obligations to your dependents and I fully expect you to meet those obligations. Failure to support one's dependents casts a particularly unpleasant shadow over both you and the Air Force.
9. If any task is worth doing, it is worth doing well; as a minimum, it is worth doing satisfactorily. By definition, your dereliction fell below minimum standards and was the result of conscious behavior. In addition to being despicable, it is a crime. In the future, I expect you to take more pride in your job and in helping this unit accomplish its mission. Rest assured that I will be watching you closely, and in the event you degrade this unit's mission again by your dereliction, I will take swift and sure action against you.
10. I want you to know that I consider disobeying a lawful order to be one of the most serious offenses an Air Force member can commit. Strict adherence to orders is the only way that any military force anywhere in the world can ever execute its mission, whether that mission is offensive or defensive. Your unit is no different. You have damaged its mission capability by identifying yourself as one who cannot be depended upon to perform as ordered. You are going to have to strive diligently if you ever hope to reestablish your dependability. Any repetition of this totally unacceptable behavior will result in stronger action against you.

11. Military custom and tradition require a high standard of conduct of all airman, particularly noncommissioned officers. This standard of conduct relates not only to performance of military duties, but the discharge of your civic responsibilities and your relations with the civilian community. The seriousness of this matter, together with the lamentable lack of responsibility, judgment and common sense displayed on this occasion, compel me to caution you that any recurrence can only jeopardize your career. Your actions have caused me to question your ability to perform as an NCO. I expect you to heed these remarks and act accordingly in the future.
12. I will not tolerate disrespect by anyone in this organization toward any of their superiors. Your disrespect has been detrimental to unit morale and discipline. I fully expect you will never repeat such conduct. If you do, expect more serious consequences.
13. Reckless driving is a dangerous, criminal act. By issuing you a driver's license, the base has permitted you to operate a useful, yet potentially dangerous instrument – an automobile. The Air Force has also permitted you to operate your vehicle on Yokota Air Base. You have abused the trust placed in you by your reckless driving. (You have also jeopardized the safety of Air Force people and Air Force property).
14. Driving while intoxicated is a crime. It is also a dangerously stupid act. The Air Force cannot afford to lose people, its most valuable resource, because you choose to drink and drive. I absolutely will not tolerate this deplorable behavior. If you ever drink and drive again, I will take the most severe action allowable against you. Many airmen have received Article 15s or have been court-martialed for driving while intoxicated. I hope that you do not fall victim to thinking that the lenient manner in which I am handling your offense gives you a license to continue such criminal behavior or indicates that I condone drunken driving. I am, in fact, appalled by your conduct which has discredited you and blemished the image of all airmen. If you do not take this opportunity to prove your potential or if you involve yourself in any further misconduct, I will take much stronger action.
15. Wrongful (possession, use, or transfer) of drugs is not only unwanted behavior, it is criminal behavior. Many airmen have received Article 15s or have been court-martialed for (possession, use or transfer) of drugs. I hope that you do not fall victim to thinking that the lenient manner in which I am handling your offense gives you a license to continue such criminal behavior or indicates that I condone (drug possession or use, or the transfer of drugs). I am, in fact, appalled by your conduct which has discredited you and blemished the image of all airmen. If you do not take this opportunity to prove your potential or if you involve yourself in any further misconduct, I will take much stronger action.

16. You are hereby reprimanded for your illegal use of marijuana. Military and civilian law makes the use of such drugs illegal. This command and all the armed forces have made it clear that use of drugs is incompatible with military service. However, you chose not to comply. Your flagrant disregard of military law and policy cannot be tolerated. Because of your misconduct, you have seriously jeopardized your career in the Air Force. I hope this communication makes you realize the serious implications of your conduct and the need to conform your conduct to the requirements of our laws and regulations.
17. a. Making racial, sexist, or ethnic remarks, including telling racial, sexist or ethnic jokes, is totally unacceptable. Your conduct has created tension and hostility within this unit and has had a detrimental effect upon morale. I will not tolerate this type of conduct. I fully expect you to heed this warning and refrain from this and all other misbehavior. If you do not, expect the harshest of consequences.
- b. Permitting racial, sexist, or ethnic jokes or comments to be made in your work area is totally unacceptable. As a supervisor in the Air Force, you have the responsibility to always remain impartial and support equal opportunity for all persons. If you cannot remain impartial, you are not fit to supervise. Your action has been detrimental to this unit's mission. This, too, causes me to question your leadership capabilities. I expect that you will never again resort to this or any other type of misconduct, and I expect you to prove that you are fully capable of shouldering and bearing the supervisory responsibilities I have entrusted to you.
18. In the Air Force, making a false official statement is a criminal act. You can consider yourself fortunate because many airmen have received Article 15s or have been court-martialed for such deplorable conduct. I cannot and will not tolerate this type of behavior in this unit. Untruths and half-truths degrade the mission of the Air Force, a mission which can only be accomplished by trustworthy people. Having identified yourself as one requiring close supervision, you can expect to have your future actions closely scrutinized. Rest assured that I will react strongly to any future misbehavior on your part.
19. I absolutely will not tolerate on-duty intoxication from any person in this organization. You are paid and fully expected to be able to do your job every day. Because of your intoxication, you failed to do your job, jeopardized unit safety, and seriously damaged the morale in this unit. I expect you to never repeat such deplorable conduct or misbehave in any other way. If you do, I will take stronger action against you.
20. a. By leaving your place of duty without authority, you committed a crime. By your conduct, you proved that you are not trustworthy. Further, you injured this unit's

mission capabilities. I will not tolerate any further conduct of this kind. Also, I will be closely monitoring your performance to see if you are up to the task of redeeming yourself.

b. In the Air Force, failure to go is a crime. I assure you that many airmen have been given Article 15s and have been court-martialed for similar conduct. This unit, this wing, and indeed the entire Air Force, cannot function when members become undependable. You have proven that you cannot always be depended upon, and consequently, you have damaged this unit's mission capabilities. I expect you to work diligently at redeeming yourself and proving that you are dependable.

21. I want you to understand that damaging military property is a crime. The damage you caused has resulted in needless expenses for repair, waste of manpower, and degradation of mission capabilities. Remember that you are in the Air Force to enhance mission capabilities, not detract from them. Consider this statement a forewarning that your future conduct will be more closely scrutinized and know that any more misbehavior will result in my taking stronger action against you.
22. By damaging the personal property of another, you committed a crime. Consider yourself fortunate that you are only being reprimanded, but note that any recurrence will result in harsher sanctions. Each person has the right to believe that other people will respect his property, but you have shown that any such beliefs in you are ill-founded. You and you alone have the opportunity to restore the faith of others in you. I believe that this should be your goal, but even if this is not important to you, you had better heed this warning and refrain from further misbehavior.
23. Knowingly (receiving, buying, or concealing) stolen property is a crime. By engaging in such conduct, you aided a thief in covering his steps and profiting from his criminal conduct. You also brought disrespect upon yourself and the United States Air Force. I will not tolerate further misconduct by you of any type.
24. By communicating a threat to _____, you committed a crime. The Congress of the United States and I share the common belief that no one should have to be subjected to your threats. I expect you to handle any differences you have with any person in a legal and more mature fashion. Do not be deceived into thinking that you have a license to misbehave by the lenient manner in which I have treated you. I will take harsher action for any further misconduct.
25. Wrongfully appropriating (military, your fellow airman's, or name) property is a crime. I will not tolerate theft by anyone in this organization. By your conduct, you created animosity within this unit and damaged its mission capabilities. Additionally, your misconduct has brought discredit upon yourself. I expect you to never repeat

such unpardonable behavior. Should you decide to not heed this warning, harsher punishment will be forthcoming.

26. I have reviewed your service record and it convinces me that you can still make valuable contributions to the Air Force. However, you must closely examine your attitude and behavior towards females to avoid more severe penalties in the future. Counseling from Social Actions may be appropriate if you have any question in your mind what constitutes appropriate or inappropriate behavior.
27. You are hereby reprimanded. Your failure to pass your CDC EOC shows a lack of responsibility on your behalf. You were made aware of the importance of successfully passing your EOC, yet you have failed for the _____th time. You are hereby advised that failure of your CDD EOC places severe jeopardy on your Air Force career.
28. You are hereby reprimanded. Your highly suggestive and inappropriate gift is precisely the type of conduct prohibited by AFI 36-3101. The offer of unwarranted sexual attention creates an intimidating and offensive environment for the recipient of such attention, to the prejudice of good order and discipline. Conduct of this nature will not be tolerated.
29. You are hereby reprimanded for this conduct. As a commissioned officer, you are expected to maintain a standard of professional and personal behavior that is above reproach. Your honor and behavior as an officer should serve as a model for junior officers and airmen to emulate. Your behavior regarding the above offense is entirely incompatible with the standards expected of an officer in the United States Air Force.
30. You are hereby reprimanded. It is your personal responsibility to stay within Air Force weight standards and fulfill your obligation to weigh-in on a monthly basis. Your conduct while on the weight management program has been unacceptable and will result in your discharge if you do not fully comply with the requirement of the program and act in a responsible manner.

MISCELLANEOUS SITUATIONS

CONDUCT UNBECOMING AN OFFICER

You are hereby reprimanded for the conduct stated above. Military Law, custom and tradition require a high standard of conduct of all officers. These standards of conduct relate not only to performance of military duties, but to the discharge of your responsibilities and your relations with other members of the military community as well. Your behavior is entirely incompatible with that expected of an officer. (I have carefully reviewed your statement regarding the incident and can find no justification for the irresponsible behavior exhibited on this occasion.) The seriousness of the matter, together with the lamentable lack of responsibility, judgment and good sense you displayed compel me to caution you that any recurrence can only jeopardize your career. I expect that you will heed these remarks and act accordingly in the future.

As a commissioned officer, you are expected to conduct yourself, at all times, in a manner which will set a good example and earn for you the respect of the junior officers and airmen who look to you for leadership and guidance. I expect that my action in this case will bring you to a full realization of your professional obligations and responsibilities and that you will conduct yourself in the future so as to make any further administrative or disciplinary action against you unnecessary.

You are hereby reprimanded. A professional commissioned officer should not permit his record to be marred by violations of security regulations. You have jeopardized that coveted status. The success of our flying mission is assured only if each person knows what his duty is and fulfills that obligation. On this occasion, your misconduct has brought discredit upon yourself and your squadron. I expect that this communication will bring to you a full realization of the serious implications of your misconduct, and its adverse effects upon this organization.

You are hereby reprimanded. Your unprofessional behavior in the presence of junior officers while deploying for field exercises falls well below the standards of personal conduct expected of Commissioned Officers on duty and thereby has brought discredit upon yourself, the officer corps and the United States Air Force. Moreover, your conduct demonstrates a severe lack of self-discipline, character, integrity and judgment; casting serious doubt on your ability to continue performing duties in the capacity of an officer. I find particularly reprehensible the fact that (describe aggravating circumstances). As a senior (captain, officer, etc.), you must be a leader, not a miscreant. You must not corrupt other officers, especially those officers junior to you in grade who look to you as an example. Further misconduct of this or any other nature will not be tolerated.

I sincerely hope you understand the wrongfulness of your conduct and appreciate the seriousness of this non-judicial punishment action. The magnitude of this matter,

together with the lamentable lack of responsibility, judgment and good sense you displayed compel me to caution you that your career is in jeopardy. Any recurrence of this behavior will lead to more serious consequences.

GENERAL CLOSURE NCO

Be advised that if another derogatory incident concerning you is brought to my attention, I shall no longer be in doubt regarding your competence to represent the noncommissioned officer corps, or in fact, remain a member of the United States Air Force. The same forcefulness you have exhibited in attaining your present grade and performing your military duties must now be channeled to the exercise of your personal affairs.

GENERAL LANGUAGE ADAPTABLE TO ADMONITIONS OR REPRIMANDS

The examples listed below can be used to modify any paragraph previously listed to fit an individual of any rank.

AFI 36-3208, paragraph 1.5:

An individual acquires military status by enlisting in the Air Force. This unique status involves a commitment to the nation, to the Air Force, to one's fellow citizens, and to other members of the Air Force.

NCO

AFR 39-6K paragraph 6d-I

All NCOs must possess a thorough understanding of Air Force standards, customs and courtesies while maintaining exemplary standards of behavior, including personal conduct, loyalty and personal appearance, both on and off duty. AFR 39-6K paragraph 5b.

NCOs, by virtue of their grade and the authority vested in that grade, carry out the orders of their superiors. This is done by effectively employing the people, materials, equipment, and other resources under their control. They represent the Air Force NCO corps to all with whom they come in contact. Personal integrity, loyalty, dedication, devotion to duty and leadership must remain above reproach at all times.

As an Air Force leader, manager, and supervisor, the NCO must uphold Air Force policies, traditions and standards. The NCO should, by word and example, epitomize the Air Force as a career and a way of life for the military and civilian communities.

OFFICER

AFI 36-3206

Continued service as an officer is a privilege which may be terminated when such action is determined to be in the best interest of the Air Force.

By virtue of their appointments, officers serve in positions of trust and assume continuing responsibilities for leadership and example. Inherently, these responsibilities require effective performance of duty and exemplary conduct.

Officers who fail to meet and maintain performance standards consistent with their grade and experience or who fail to maintain high standards of professional and personal conduct show themselves unworthy of officer status.

REFERENCES

Rule for Courts-Martial 1001, Presentencing Procedure

AFI 4-196, Air Force Freedom of Information Act Program

AFI 37-132, Air Force Privacy Act Program

AFI 37-13 3, Vol 1, Disposition of Air Force Records

AFI 36-2907, Air Force Unfavorable Information File Program

AFI 36-2608, Military Personnel Records Systems

AFI 36-3206, Administrative Discharge Procedures for Commissioned Officers

AFR 39-6K, Enlisted Force Structure

AFI 36-3208, Administrative Separation of Airmen

AFI 40-502, Weight Management Program

AFI 51-201, Administration of Military Justice